

FFRP INTERNSHIP PROGRAM CHECKLIST

Student name: _____ Intern Session: _____

Mentor name: _____ Base: _____

_____ **1. Orientation to host FFRP department (complete within first week)**

- _____ A. Meet staff, civilian and military
- _____ B. Review office procedures
- _____ C. Review department policy manual 1710.11C
- _____ D. Tour club and recreation facilities
- _____ E. Review scheduling procedure and facility use policies
- _____ F. Review registration procedure
- _____ G. Review Chief of Naval Personnel (CHNAVPERS) instructions

_____ **2. Attend Meetings**

- _____ A. With supervisors
- _____ B. With staff
- _____ C. With Advisory Committee
- _____ D. With CO/XO
- _____ E. With CMC

_____ **3. Programming-Direct Leadership-Supervision**

- _____ A. Conduct at least one program/workshop or special event

_____ **4. Observation**

- _____ A. Tour all recreation facilities
- _____ B. Tour all club facilities

_____ **5. Publicity**

- _____ A. Develop promotional materials (*flyers, e-mail, website, messages, etc.*)
- _____ B. Write news releases
- _____ C. Participate in the layout and printing of MWR newsletter
- _____ D. Promote specified programs
- _____ E. Attend and/or conduct two new personnel indoctrination's

_____ **6. Administrative Review**

- _____ A. Become familiar with budget system
- _____ B. Review purchasing procedures
- _____ C. Review revenue analysis
- _____ D. Review instructor fees and salaries